

CODE:
FLSA:
GRADE:

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: MASTER POLICE OFFICER
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized, advanced, and lead law enforcement work in the protection of life and property through the enforcement of laws. Work involves patrolling assigned areas of the Town and responding to calls for service; and enforcing all local, Federal, and State laws relating to public safety and welfare. Employee works under stressful, high-risk conditions. Reports to the assigned Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Major Police Officers perform a variety of traffic enforcement work according to assigned work and/or supervisor. Duties may include the following:

Enforces all local, Federal, and State laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety.

Performs routine patrol duties, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients, etc.

Assists with criminal investigations; interviews witnesses, complainants, and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed.

Prepares cases for prosecution; provides court testimony as necessary.

Participates in special operations as assigned.

May work with other department personnel to identify, analyze and solve community problems, using both traditional police strategies and non-traditional approaches that involve police, citizens, elected officials, news media, and other community resources in a problem-solving partnership that tailors services to the needs of individual neighborhoods and businesses.

Maintains assigned equipment and vehicles.

Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and the community.

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Provides instruction, coordination, and leadership of lower-level officers as assigned.

Attends periodic training sessions; maintains required level of proficiency in the use of firearms.

Receives and responds to citizens' inquiries, concerns and complaints concerning law enforcement activities.

Provides back up assistance to Officers.

Answers call and radio complaints for service.

Provides first aid, AED, and CPR as a first responder; assesses medical emergencies.

Completes investigative reports.

Affects an arrest when needed, some of which may result in a combative subject; affects traffic stops to include pursuit driving to stop a motor vehicle; enforces traffic laws.

Composes search warrants and criminal complaints; serves search warrants, protective orders, and emergency mental detention orders.

Provides assistance to family members affected by domestic violence/child abuse.

Maintains levels of training and certification.

Conducts roll call at the beginning of the shift.

Assumes departmental responsibility in the absence of higher authority; supervises patrol squad; makes critical decisions when needed; reviews and approves necessary paperwork when needed.

Assigns Officers to patrol areas; checks Officer performance.

Investigates minor complaints against agency personnel.

Reviews reports from Officers.

Responds to and assumes command of major incidents or emergencies.

Coordinates the assigned programs as needed.

Performs traffic enforcement duties, including responding to traffic collisions, monitoring motorists' speed and safety, enforcing traffic laws and ordinances, checking vehicles for proper registration, conducting breath alcohol level tests, issuing traffic and parking citations, etc.

Accepts scheduled after-hours and weekend standby duty; remains available by pager or telephone at all times to respond to requests for assistance from the shift supervisor while on standby.

Attends briefings and conferences with the police agencies requesting assistance.

Responds to emergency calls whenever necessary twenty-four hours a day.

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Serves as a crime scene supervisor; maintains security of area; removes suspects from scene; initiates and coordinates the interviewing of witnesses and victims.

Exchanges information with other law enforcement personnel and outside agencies.

Conducts studies of past criminal activities.

Provides assistance to patrol and other divisions in emergencies or as requested.

Researches laws, ordinances, rules, policies, and procedures.

Seeks and develops sources of information about crimes.

Reviews laboratory examination results.

Participates in out of State extraditions.

Assists superiors in their duties as necessary.

Receives and/or reviews various records and reports such as offense/incident/accident reports, calls for service, dispatched radio call, State and local laws/ordinances, legal updates, citizen complaints, vehicle accidents, traffic violations, animal complaints, etc.

Prepares and/or processes various records and reports such as offense/incident/accident reports, Officer notes, monthly evaluations, Use of Force reports, taser report, criminal summons, traffic summons, parking summons, memorandums, criminal complaint, officer injuries reports, infectious disease report, etc.

Refers to Virginia State Code, Town Ordinance code, Department general orders, Town Administrative manual, report and accident writing manuals, etc.

Operates a vehicle and a variety of equipment such as radio system, radar, heart start defibrillator, notebook computer, taser, printers, video equipment, bio hazard equipment, etc.

Uses a variety of tools such as firearms, handcuffs/leg restraint/rip hobble, impact weapon, pepper spray, digital camera, etc.; a variety of supplies such as ammunition, writing material, current legal material and updates, evidence collection materials, department forms, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, NCIC/VCIN, CAD/RMS, Mapping System, etc.

Interacts and communicates with various groups and individuals, such as the immediate supervisor, other administrative staff, co-workers, other Town employees, other law enforcement agency personnel, other government agencies, attorneys, court personnel, community leaders, complainants, victims, witnesses, suspects, social service agencies, community organizations, vendors, and the general public.

ADDITIONAL JOB FUNCTIONS

Assists with officer training as assigned.

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Performs general clerical work as required, including attending meetings, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a technical college diploma supplemented by seven years of experience in law enforcement; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certifications. Must possess a valid State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of law enforcement related machinery and equipment which includes patrol vehicles, firearms, handcuffs, etc. Must be physically able to exert up to fifty pounds of force occasionally, and/or up to twenty-five pounds of force frequently, and/or up to ten pounds of force constantly to move objects. Must be able to walk and/or stand for long periods of time. Work frequently climbing, bending, stooping, reaching, etc. Must be able to pursue suspects on foot and run to the scene of an emergency. Must be able to physically subdue or restrain prisoners alone or with the help of another person. Must be able to search areas that are not easily accessible. Must be able to lift and/or carry and drag weights of one hundred to two hundred pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes the giving of assignments and directions to subordinates and receiving direction from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, correspondence, budgets, incident reports, intelligence reports, analytical reports, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement, investigations, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the policies, procedures and methods of the Police Department as they pertain to the performance of duties of the Master Police Officer. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has knowledge of the structure, functions, and inter-relationships of state and local law enforcement agencies. Has considerable knowledge of up-to-date law enforcement and traffic enforcement procedures. Has considerable knowledge of firearms, automotive, radio, and other law enforcement equipment. Is skilled in the use and care of firearms. Has considerable knowledge of legal rights of accused persons and law enforcement. Has considerable knowledge of criminal behavior and methods of operation. Has knowledge of civil process. Is able to assist in conducting thorough criminal investigations. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able

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to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other Town departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Is able to deal courteously, yet firmly and effectively with the public in police situations. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has the mathematical ability to handle required calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. Has knowledge of the standard tools, materials and practices of the trade. Is skilled in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Patrols assigned area in vehicle. Collects and preserves evidence. Explains nature of complaints to offenders, witnesses and victims. Reviews information or criminal activity in area.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Ensures that assigned sectors are patrolled with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve

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cooperation intra-and inter-departmentally. Exchanges necessary information with other officers. Participates in meetings with other officers. Informs other units of major incidents.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport. Advises victims, witnesses and offenders on legal procedures. Engages in the mediation of family disputes when appropriate. Refers people to agencies providing social services. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recover weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.